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# Employment - Job Description

October 16, 2008

## Research Associate IV

The Public Health Institute (PHI) is a large non-profit public health organization conducting a broad range of public health research, training, and technical assistance programs in California, throughout the nation, and around the world. PHI is seeking a full time, Research Associate IV for the Mesoamerican Health Initiative (MHI). This position is located in Oakland, CA.

Under the supervision of the Intervention Team Leader, the Research Associate will assist in researching and developing a 12-month, Mesoamerican Health Initiative planning grant. The Research Associate will join a dynamic team of bilingual (Spanish/English) public health professionals and will work on complex problems where situation and data analysis require an in-depth evaluation of various factors. S/he will exercise judgment within broadly defined practices in selecting methods, techniques, and evaluation criterion for obtaining results.

### **Essential Duties and Responsibilities:**

Responsible for the identification of scientific research projects quantifying best practice interventions in the areas of 1) malaria eradication and dengue control; 2) maternal, infant and child health, including reproductive health; 3) immunization; and, 4) nutrition. Responsibilities include identifying relevant studies, assessing research validity and replicability, abstracting and communicating study specifics in writing.

The incumbent is also responsible for supporting work groups of international experts to adapt and identify best practice interventions to a country-specific context. This position receives broad direction from the Team Leader and is expected to determine the best and most efficient methods to carry out work assigned.

Specific tasks include but are not limited to:

- Conducts research in English and Spanish, utilizing institution library, archives, Internet, and other sources of information, to collect, record, analyze, and evaluate data;
- Reviews findings with project leadership and work groups to evaluate validity of findings and prepares technical reports.
- Contributes to scientific literature for publication and prepares and presents scientific reports for professional conferences.
- Follows standard operating procedures, protocols, and quality controls; according to established scientific methods.
- Maintains knowledge of state-of-the-art principles and theories.

Additional administrative responsibilities include:

- Responsible for work product of a team of Research Associates

- Provides mentoring and oversight to lower level Research Associates
- Creates and revises Word documents, Excel spreadsheets and PowerPoint presentations
- Performs all other duties that may be assigned by immediate supervisor.
- May include travel to Mesoamerica to provide in-person support to the international work group members,
- Communicates with workgroup members regularly via internet and telephone

**Qualifications:**

- Bachelors degree required but Masters Degree in Public Health preferred
- At least 5 years of experience with advanced research skills, including a high level understanding and ability to analyze statistics and determine the validity of research reports required.
- Excellent communication skills and ability to reason logically, and write effectively.
- Bilingual (Spanish/English) with advanced fluency in reading, writing and speaking. Knowledge of technical and business Spanish terminology desirable.
- Cultural competency and comfort working with people from other countries required. Experience living and working in Mesoamerica in Public Health or a related field desirable
- Knowledge, training and experience working in nutrition, MCH, immunization or malaria or dengue desirable.
- Experience in training, setting up, and using virtual communication systems desirable.

**Compensation:**

Salary is commensurate with experience. PHI offers a generous benefits package including medical, dental, vision, short/long term disability insurance, life insurance, 403b (tax sheltered annuity) and partial subsidy of public transportation cost. For more information about PHI's benefits, please visit [www.phi.jobs](http://www.phi.jobs).

Please send cover letter and resume to:

**Public Health Institute  
555 – 12th Street, 10th Floor  
Department #166, Oakland, CA 94607-4046  
Or email resumes to: [jobs@phi.org](mailto:jobs@phi.org) including Dept #166 in the subject line**

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